Policies need to be considered and reviewed regularly to ensure staff consistency and embed induction processes.

**Existing Policies at Wallaroo Mines Primary School**

- Attendance
- Special Needs/SHIPS
- Decision Making (including Grievance Procedures)
- Information Technology
- Student Behaviour Management
- Performance Management (Managing my own performance)
- Literacy Expectations

**Associated Documents**

- Staff Handbook
- Parent Handbook

**Policies Being Developed**

- Sun smart
- Active and Healthy Lifestyles (could be linked with Student Behaviour Management/Student Well Being)

**Proposed Cycle**

<table>
<thead>
<tr>
<th>Term</th>
<th>Year A 2010</th>
<th>Year B 2011</th>
<th>Year C 2012</th>
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<td>Student Well Being Ctee</td>
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<td>Term 4</td>
<td>Staff handbook Decision Making OHSW Ctee PAC</td>
<td>Staff handbook Decision Making</td>
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There will be ‘emerging’ policies.

**Role of committee reviewing policy**

- Collect information about what works well within the existing policy
- Consider department policies
- Propose any action to be taken
- Develop drafts for staff to consider
- Finalise draft for presentation to Governing Council
- Record who was involved in the development/review
- Set a review date

In a year a policy is not being reviewed

- Keep notes for review year (record on a page in committee folder)